

**CONFIDENTIAL**

9 SEP 1955

MEMORANDUM FOR: Chairman, CIA Career Council

SUBJECT: Summary Report of the Activities of the Career Services

REFERENCE: Memorandum from Chairman, CIA Career Council to Heads of Career Services, dated 25 February 1955

1. A Summary Report of the activities of the Career Services for the period 1 January to 30 June 1955 is forwarded herewith for your review and for submission to the Director, if the Council deems appropriate.
2. The attached Report, prepared by the Development Staff, Office of Personnel, is a summary of the quarterly reports which were submitted by the various Career Services in accordance with the referenced memorandum.
3. This Report summarizes briefly the organization of the Boards and Panels concerned with the personnel management of the individual Career Services and reviews the activities and accomplishments of the various Career Services. It is to be noted that this Report points up many innovations developed by the various Career Services to improve their personnel management practices, some of which might be profitably adopted as Agency-wide policies and procedures. Problems which are facing certain of the Boards, and which may be common to other Boards and Panels, are also summarized in the attached Report.
4. Statistical summaries, reflecting operational activities of the Boards, which were submitted in the quarterly reports, are incorporated in this Summary Report. In some instances where statistical summaries were not included in the quarterly reports, summaries were prepared from significant items reported in the narrative and are not necessarily complete. A roster, as of 1 September 1955, of the names of the Chairmen and the Secretaries of the Boards and Panels of the individual Career Services is attached as Appendix A.
5. The original copies, including attachments, of the first and second quarterly reports of all the Career Services have been compiled and are available for the use of members of the Career Council.
6. It is strongly recommended to the CIA Career Council that copies of this Summary Report be made available to Operating Officials and to Heads of Career Services so that "cross fertilization" between Career Services may take place and much needed uniformity of action thereby be facilitated.

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Deputy Director of Personnel  
for Planning and Development

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*Agenda Item 13th Meeting  
CIA Career Council 13 Sep 1955*